Transferring a staff employee is done via Candidate Review. All others can be done via a paper HRAF. The action code is “Transfer” and the reason code can be “Lateral Transfer” or “Lateral Transfer Adm/Dec”. Should the employee’s status change (i.e. Post-Doc to Faculty) as well as the department number, then the action and reason code would be “DATA/STC” (Data Status). When an employee is going from one department to another, a termination HRAF should not be submitted by the current department. The current department should submit the HRAF for the employee to the new department for submission reflecting the new job information.

Always provide the “Effective Date” of the change. The action/reason code abbreviations are:

- **XFR** → Transfer
- **LXF** → Lateral Transfer
- **LAD** → Lateral Transfer-Administrative Decision
- **DTA** → Data
- **STC** → Status

Make all other changes due to the transfer.

Please be sure that all appropriate departmental signatures are on the HRAF prior to forwarding to Data Services.